



Dixons Cottingley Academy

Policy Documentation

Policy: Medical Conditions

**Responsibility for Review: Operations Manager
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MEDICAL CONDITIONS POLICY

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Policy Statement

Dixons Cottingley Academy is an inclusive community which aims to support and welcome students with medical conditions. We aim to provide all students with medical conditions the same opportunities as others at the academy, while ensuring they can be healthy, safe, enjoy, achieve, make a positive contribution and achieve economic well-being.

Teaching and Support Staff understand the common medical conditions that affect young people at this Academy, and they are fully aware of how such conditions can impact upon students' learning and their physical and emotional well-being. This academy understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. This academy understands the importance of medication being administered as prescribed.

All staff have a duty of care to students in the event of an emergency situation and are aware of who to ask for assistance - such as the Academy named first aiders.

This policy has been developed in line with the Department for Education's guidance published in December 2015.

Policy Framework

1. This Academy's Medical Conditions Policy is drawn up in consultation with a wide range of local and national services within both the Academy and health settings.
2. The Medical Conditions Policy is supported by a clear communication plan for staff, parents¹ and other agencies to ensure its full implementation.
3. First Aider's are trained in what to do in an emergency for the most common, serious medical conditions at this Academy².
4. A student's individual healthcare plan defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
5. When Personal Emergency Evacuation Plans (PEEP) are required these are completed and communicated with the student and relevant members of staff in the event of an evacuation of the building occurring.
6. Each member of the Academy and health community know their roles and responsibilities in maintaining an effective medical conditions policy.
7. The medical conditions policy is regularly reviewed, evaluated and updated.

¹The term parents implies any person or body with parental responsibility such as foster parent, carer, guardian or Local Authority

²Asthma; Diabetes; Anaphylaxis; Epilepsy; Cystic Fibrosis

Policy

Students with medical conditions are encouraged to take control of their condition to the best of their ability and feel confident in the support they receive from the Academy to help them to do this.

The academy has named first aider's on-site to ensure that the needs of students are met in the event of an emergency.

The Development of the Medical Conditions policy

This academy has consulted on the development of this medical condition policy with a wide-range of advisors within both the Academy and health settings, which include:

- * Students with medical conditions
- * Parents
- * Academy Nurse (external)
- * NHS School Nursing Team
- * Teachers/Vice-Principles/Principle
- * Behaviour Support Workers
- * Individual Needs Staff
- * Qualified First Aiders
- * External Health Care Professionals/Services
- * External Support Agencies

The views of students with various medical conditions were actively sought and considered central to this consultation process.

The academy recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow up to suggestions put forward.

Responsibilities

The Governing Body are responsible for:

- The overall implementation of the Medical Conditions Policy and related procedures.
- Ensuring that the Medical Conditions Policy does not discriminate on any grounds.
- Handling complaints regarding this policy as outlined in the Academy's Complaints Policy.

The Principal is responsible for:

- Ensuring that the academy is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensuring that all students with medical conditions are able to participate as much as possible in all aspects of academy life.

- Ensuring the information held by the academy is accurate and up to date and that there are effective information sharing systems in place.
- Ensuring that every aspect of the policy is applied and maintained.
- Ensuring student confidentiality and only sharing information on a need to know basis.

The Operations Manager is responsible for:

- The day to day implementation and management of the Medical Conditions Policy and related procedures.
- Making staff aware of this policy.
- Ensuring a sufficient number of trained members of staff are available to implement the policy.
- Ensuring that relevant training is provided to staff members who take on responsibility to support students with medical conditions e.g. first aid/EVAC.

Staff Members are responsible for:

- Understanding the Academy's Medical Conditions Policy
- Being aware of the students in their care who have a medical condition and taking appropriate steps to support them.
- Informing the first aid lead when planning a trip so that Medical Information and recommendations can be put together and shared with the organiser.
- Allowing students to have immediate access to emergency medication, if going on a trip ensuring that care plans and all appropriate medication is taken with the student.
- Where necessary, making reasonable adjustments to include students with medical conditions.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if this part of their role and/or they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Ensuring that if they are willing to take on the voluntary role of administering medication to a student under the age of 16 that they have oral or written parental consent to do so.
- Being aware that medical conditions can impact on learning and providing extra help when students need it. If required Liaising with the SENCO and parents if a student is falling behind with their work due to a medical condition.

The SENCO (Special Educational Needs Co-ordinator) is responsible for:

- Making him/herself aware of the students who have a medical condition.
- Assisting Head of Years, form tutors and teaching staff to ensure students who have been unwell catch up on missed Academy work.
- Ensuring that teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.
- Ensuring that the Vulnerable Students Database is kept up to date and accessible to all members of staff.
- Providing support to all staff to ensure that the Special Educational Needs of all students are met.

Parents are responsible for:

- Keeping the Academy informed of any changes to their child/children's health.
- Completing a parental agreement for the Academy to administer medication form before bringing medication into Academy.
- Informing the academy if their child has a medical condition.
- Ensuring the academy has been provided with up to date medical information for their child.
- Informing the academy of any medication their child requires while taking part in educational visits, outings, field trips and other out of Academy activities.
- Providing the Academy with the medication their child requires and ensuring the medication is within expiry dates.
- Informing the Academy of any changes to their child's medication.
- Ensuring their child's medication and medical devices are labelled with their child's full name.
- Providing the academy with the appropriate spare medication labelled with their child's name.
- Keeping their child at home if they are not well enough to attend the Academy and reporting the absence via the attendance line at the earliest opportunity.
- Ensuring their child catches up on any Academy work missed.
- Informing the Academy if their child has an IHCP and has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medication or treatments change.

First Aider's Are Responsible for:

Providing immediate help to casualties with injuries or illnesses

- Completing accident forms, reportable injury forms and / or Riddor (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) forms when accidents/incidents have occurred.
- Ensuring that, when necessary, an ambulance or other medical help is sought.

The Role of the Student

- Students who are competent will be encouraged to take responsibility for managing their own medicines under the supervision of the relevant member of staff.
- Where possible, students will be permitted to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
- Students have a responsibility to treat other students with or without medical conditions equally.
- Students have a responsibility to inform their parent/carer, teacher or staff member if they are feeling unwell.
- Students should make themselves aware of where their emergency medication is kept and how to access it when required.
- Students have a responsibility to ensure that a member of staff is called in the event of an emergency.

Communication Plan relating to the Medical Conditions Policy (Parents, Staff, Agencies)

- **Parents** are informed of the Medical Conditions Policy by:
 - including the policy statement on the Academy website
 - at the start of the academic year when communication is distributed relating to their child's Individual Health Care Plan (IHCP)
 - when their child is enrolled as a new student
 - through Academy-wide communication about the results of the monitoring and evaluation policy
- **Staff** are informed about the medical conditions policy by:
 - including it on the Academy website
 - through Academy-wide communication about results of the monitoring and evaluation of the policy
 - all temporary and new staff are informed where to find the policies and advised to read them
 - all staff are made aware of the most common serious medical conditions at the academy
- **Agencies** such as local health care staff are informed and reminded about the Academy's Medical Conditions Policy via:
 - the local Primary Care Trust (Bradford PCT) links i.e. Academy Health Team/Community Nursing Team/Specialist Nurse
 - through Academy-wide communication about results of the monitoring and evaluation of the policy

- all other external agencies are informed by letter accompanied with a copy of the policy summary and through Academy-wide communication about results of monitoring and evaluation of the policy

Training of Staff

- Relevant members of staff will receive training on the Medical Conditions Policy.
- Refresher training e.g. first aid will be arranged at appropriate time intervals or when there are major changes to policy and/or related procedures.
- Staff members must not administer medication or undertake any healthcare procedures without undergoing training specific to the responsibility.
- The Operations Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.
- It is the responsibility of the Operations Manager to ensure that staff are up to date with their first aid training.

Individual Healthcare Plans (IHCPs)

- Where necessary, an individual Health Care Plan (IHCP) will be developed in collaboration with the student, parent/carers, Principal (or designated) and medical professionals. Other Academy staff can also be consulted to help draw up an IHCP for students with complex health or educational needs.
- The Academy will use IHCPs to record the medical needs of students, including triggers, signs, symptoms, medication and other treatments. Further documentation is attached to the IHCP if required.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education, alternative provision or home tuition, the Academy Nurse and/or other relevant members of staff will work to ensure that the IHCP identifies the support the student needs to reintegrate.
- The academy lead for SEND will use opportunities such as reviews and parents evenings to check that the information in the IHCP is accurate and up to date.

IHCP Document Management and Access

- Parents and students at this Academy are provided with a copy of the IHCP.
- IHCPs are saved to Sharepoint and are available for all staff.
- The Academy ensures that all staff respect and protect student confidentiality, information is shared on a need to know basis.

- The Academy always seeks permission from the student and parent/carer before sharing any information with any third party. An exception to this rule is when information is shared with Social Services, the Police and other agencies for safeguarding purposes. The information would be shared on a need to know basis.

IHCPs are used by the Academy to:

- Inform the appropriate teaching and support staff about the needs of a student with a medical condition in their care.
- Ensure that emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.

Medicines

- The Academy understands the importance of medication being taken as prescribed.
- Where possible, it is preferable for medications to be prescribed in frequencies that allow the student to take them outside of Academy hours. When this is not possible, it is the parent/carers responsibility to ensure that medication is brought into the Academy.
- Prior to staff members administering any medication, the parent/carer of the student must complete and sign a parental agreement or provide oral consent over the telephone unless the student is aged 16 or over.
- In some circumstances, it may be appropriate for a second member of staff to act as a chaperone during the administration of a medication, such as if the medication is to be applied to an intimate area of the body.
- Students under 16 years of age will not be given medication containing aspirin without a prescription.
- If a student at this Academy refuses their medication, staff will record this and inform their parent/carer immediately.
- Medications must be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medications which do not meet this criteria will not be administered.
- Medication may only be taken on the Academy premises by the individual to whom they have been prescribed. Passing such medication to others is an offence which will be dealt with by the appropriate person.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for students at this Academy may need to be refrigerated. All refrigerated medication is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.
- Any medications left over at the end of the prescribed course will be disposed of.
- Written records will be kept of any medication administered to students, including; Date, Name of student, form, medication name, dose, time, reason and a signature of the supervising staff member.
- Students will never be prevented from accessing their medication.
- The Academy cannot be held responsible for side effects that occur when medication is taken correctly.

- First Aid staff, alongside parents of students with medical conditions, ensure that all emergency medication and non-emergency medication brought into Academy is clearly labelled with the students name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

Emergency Medication

- Emergency medication is readily available to students who require it at all times during the Academy day or at off-site activities.
- Most students at the academy carry their own emergency medication on them at all times and are reminded to do so.
- Where the decision has been directed by Healthcare professionals or parents that individual students are not able to self-manage and carry their own emergency medication, these students know exactly where to access the medication in an emergency.

Non-Emergency Medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those whom it is prescribed.

Safe Disposal of Medication

- Medication is taken to the local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. Parents are responsible for obtaining sharps boxes via a prescription method from the GP or specialist consultant. All sharps boxes in the academy are stored in the medical room securely.
- If a sharps box is required off site or for a residential visit, a named member of staff is responsible for its safe storage and return to the Academy or to the student's parent/carer.

Emergencies Procedures

- Students will be informed in general terms of what to do in an emergency.
- If a student needs to be taken to hospital, staff must not use their own car. A taxi must be used and two members of staff must accompany the student. A member of staff will remain with the student until their parent/carer arrives.
- All staff know what action to take in the event of a medical emergency:
 - How to contact the emergency services and what information to provide.
 - Who to contact in the Academy.
- Staff understand their duty of care to students in the event of an emergency. In an emergency situation academy staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering emergency medication.

- Action for staff to take in an emergency for the common serious conditions at this Academy are displayed in prominent locations, including the Medical Room, Individual Needs Department, Head of Years Office, Main Reception and the General Office.
- The Academy uses Individual Health Care Plans (IHCPs) and the SIMS Database to inform the appropriate staff (including cover supervisors and temporary staff) of students in their care who may need emergency help.
- The Academy has procedures in place so that a copy of the students Individual Health Care Plan (IHCP) is sent to the emergency care setting with the student. On occasions where this is not possible, the form is sent (or the information on it is communicated) to the hospital at the earliest opportunity.
- Where a student has an ICHP it may be necessary to complete and communicate a Personal Emergency Evacuation Plan (PEEP) with the student and relevant members of staff in the event of an evacuation of the building.

Avoiding Unacceptable Practice

- The Academy understands that the following practice is unacceptable:
 - Preventing students from easily accessing their medication and administering their medication when and where necessary.
 - Assuming that students with the same condition require the same treatment.
 - Ignoring the views of the student and/or their parents/carers.
 - Ignoring medical evidence or opinion.
 - Sending students home frequently or preventing them from taking part in activities at Academy.
 - Penalising students with medical conditions for their attendance record where their absences relate to their condition.
 - Creating barriers to students participating in Academy life, including educational visits and extra-curricular activities.
 - Refusing to permit students to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Staff who undertake responsibilities within this policy are covered by the Academy's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Operations Manager.

Educational Visits/Residential Visits

- The Academy will actively support students with medical conditions participating in educational visits. Every effort will be made to make reasonable adjustments to include students with medical conditions in all educational/off-site visits.
- Parents are sent a residential visit form to be completed and returned to the academy shortly before their child leaves for an overnight or extended day visit. This form requests up to date information about the student's current condition and their overall health. This provides essential, up to date information to relevant staff and Academy supervisors to help the student manage their condition while they are away. This includes medication not normally taken during the Academy hours.

- The trip lead will be aware of any students with medical conditions wishing to participate in the visit from the parental consent form. Information regarding medical conditions can be obtained from the academy first aiders.
- All residential forms are taken by staff members on visits and out of Academy activities. These are accompanied by a copy of the student's IHCP.
- Risk Assessments are completed by the academy prior to any out of Academy visit and medical conditions are considered in the process. Factors that the academy consider include:
 - How students will access the activities proposed.
 - How routine and emergency medication will be stored and administered.
 - Where help can be obtained in an emergency.
- Risk Assessments are completed prior to students starting work experience or off site educational placements. Permission is sought from the students and their parent/carer before any medical information is shared with an employer or other educational provider.

Employee's Medication

- Staff may need to bring their own medication into the Academy. They have clear personal responsibility to ensure that their medication is not accessible to students.

Definitions

- "Medication" is defined as any prescribed or over the counter medication.
- "Prescription Medication" is defined as any drug or device prescribed by a clinician.
- A "staff member" is defined as any member of staff employed at the Academy.

Complaints

- The details of how to make a complaint can be found in the Academy's Complaints Policy.